



HUMAN RESOURCE SERVICE CENTER - NORTHEAST * V A C A N C Y A N N O U N C E M E N T *

POSITION: BUDGET ANALYST, GS-0560-09	ANNOUNCEMENT: PHL-01-0147
LOCATION: NAVICP, Financial Management Division, P0121, PHILADELPHIA PA	OPENING DATE: 8 November 01
SALARY: \$36,845 – \$47,894 P.A.	CLOSING DATE: 21 November 01
AREA OF CONSIDERATION: NAVICP-Philadelphia only	
WHO MAY APPLY: Appointable candidates <i>within the area of consideration</i> who meet all requirements for this position as of the announcement's closing date. Appointable means career or career-conditional employees, employees serving under permanent VRA appointments.	

INQUIRIES: Jane A. Zamzow, HRSC-NE, (215) 408-5203 or DSN 243-5203

Permanent Change of Station (PCS) is not authorized.

DUTIES OF THE POSITION: This position is located in the Financial Management Division (P0121) of the Resource Management Department, Comptroller Directorate, NAVICP Philadelphia. The primary purpose of the position is to serve as a budget analyst for NAVICP's Operating Budget. The employee performs routine, continuing budget functions involving the formulation, execution and analysis of budgets for NAVICP's Operating Budget reimbursable programs.

Performs budget formulation work involving review and preparation of annual funding needs for current and future budget years for assigned, relatively stable reimbursable programs. Provides advice, assistance, and guidance on budgeting and related information. Provides advice on budget and related matters such as types of funding available, effects of budgetary changes on related activities, and status and use of funds. Conducts analyses, reviews, and special studies of budget and/or related information for assigned programs. Uses automated accounting and budgetary systems and computer-generated products in accomplishing budgeting assignments.

Knowledge of commonly used budgetary methods, practices, procedures, regulations, policies, and processes.

Knowledge and skill in using automated data processing software programs, including spreadsheets, databases and graphical presentation software used to accomplish budget/funding tasks.

Knowledge of OMB, DOD, NAVY, FMO, NAVSUP and DFAS budgetary policies, precedents, goals, objectives, regulations and guidelines as they apply to NAVICP and its reimbursable funding sources.

Skill in gathering, assembling, and analyzing sources of factual information, such as that found in DBMS/ ABS accounting and other financial systems reports, payroll records or work reports.

Skill in relating entries in the budget to the mission, structure, goals, work processes, and programs of support activities/organizations.

Skill in preparing written reports related to the obligation and expenditures of funds.

Ability to formulate, justify, and execute assigned budget.

Ability to make oral presentations on the budget, and conduct budget-related training to a variety of audiences.

QUALIFICATION REQUIREMENTS: Applicants must meet the following qualification requirements and all regulatory requirements of the Office of Personnel Management (OPM) Qualifications Standards Operating Manual.

Specialized experience is defined as analytical, technical, and administrative duties in one or more phases of the budgetary process, e.g., budget formulation and justification, presentation and enactment, or execution. ***Applicants must have one year of specialized experience at the GS-07 level or higher.***

TIME IN GRADE: Applicants must meet the Time in Grade requirements as stated in 5 CFR 300.601. ***Applicants must have held a GS-07 or higher for 52 weeks.***

EVALUATION METHOD: Resumes will be rated by an automated system (Resumix) that matches the skills extracted from the candidate's resume to the skills identified by the Selecting Official for the position. In addition, basic qualification requirements (i.e., time in grade, education, area of consideration, specialized experience, etc.) must be met to determine the qualified candidates referred to the Selecting Official. Your experience, training and education will be evaluated accordingly based upon the specific requirements of the position to be filled and identified under this announcement.

Candidates whose current or previous permanent position is at the same grade level, or a higher grade level than, the announced position (or its target), and who meet the qualification requirements will be referred to the Selecting Official as Non-competitive candidates.

DISPLACED FEDERAL EMPLOYEES: This position is subject to the Department of Defense Priority Placement Program.

HOW TO APPLY: You must submit a TYPED RESUME and the HRSC Northeast Additional Data Sheet.

To prepare your resume, follow the guidelines provided in the Job Application Information for Civilian Positions (Job Kit). To obtain the Job Kit, you may access our website at www.donhr.navy.mil or contact your local personnel office. **Faxed resumes will not be accepted.** Failure to submit all information, any required forms and the Additional Data Sheet may result in loss of consideration for this vacancy and could prevent your resume from being placed in our database for future vacancies. Resumes will expire one (1) year from the date of receipt in the HRSC-NE office. Resumes and Application Express Requests (Self-Nomination) must be received no later than the closing date of this announcement.

TO USE THE NAVY ONLINE RESUME BUILDER (preferred method): Access our website at www.donhr.navy.mil click on "TAKE ME TO THE RESUME BUILDER" button located at the bottom of this announcement. Using this method will ensure that your resume is submitted in the proper format.

TO REUSE YOUR CURRENT RESUME: Be sure that you have a (Resumix) resume on file with the HRSC-NE. Access our website at www.donhr.navy.mil Click on "APPLICATION EXPRESS" button located at the bottom of this announcement; **OR** obtain an Application Express form from your local personnel office or the HRSC-NE.

TO E-MAIL RESUME: Email to wantajob@ne.hroc.navy.mil . **Do not send the resume as an attachment in your e-mail.** Follow these instructions: (1) Prepare your resume and save as a ".txt" file then cut and paste your resume into the body of the e-mail message. (2) Answer the questions provided on the Additional Data Sheet and include them as the last page of your resume (this will not count toward the 5-page limit). Be sure to identify the announcement number(s) on the first line of your resume (3) Type "RESUME- (your first and last name)" in the subject line of your e-mail. **Only upon request**, send any required supporting documentation to the HRSC-NE.

TO MAIL RESUME & ADDITIONAL DATA SHEET: Mail to: HRSC-NE, Customer Focus Division,
Attn: RESUMIX, 111 South Independence Mall East, Philadelphia, PA 19106-2598. **Only upon request**, send any required supporting documentation to the HRSC-NE.

NOTE: Resumes and all supporting documentation become the property of the Department of the Navy and will not be returned or copied. All extraneous documents **not specifically requested** will not be used. The filing of job applications is considered to be a personal matter by OPM, not official government business. Use of postage paid official envelopes is a violation of OPM and postal regulations.

NON-MERIT FACTORS: Consideration will be given to all candidates without regard to race, color, creed, sex, sexual orientation, age, national origin, religion, marital status, political affiliation, physical disability, or membership or non-membership in employee organizations and shall not be based on any criteria not job related, including favoritism or personal relationship.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at 215-408-5251 (DSN 243-5251) to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

The Department of the Navy is an Equal Employment Opportunity Employer